DEC STD 044-0 Packaging Documentation Requirements

DOCUMENT IDENTIFIER: A-DS-EL00044-00-0000 Rev B2, 31-Jul-1991

ABSTRACT: This standard defines requirements to document protective packaging of Digital parts and products. It also defines the process for creating and releasing package assembly documents as part of a product's engineering design documentation.

APPLICABILITY: Mandatory for Digital employees who design shipping containers. It also applies to anyone documenting products for sale by Digital.

STATUS: APPROVED 31-Jul-1991; use VTX SMC for current status.

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Responsible Department:	Industrial Package Engineering		
Responsible Person:	Nelson Simkins		

APPROVAL: This Standard has been reviewed and recommended for approval by the General Review group for its category. Rev B2 incorporates clerical changes only.

Nelson Simkins - Standard Owner

Eric Williams - Standards Process Manager

Direct requests for further information to:

Nelson Simkins
Use $ VTX ELF for the latest location information.

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1 INTRODUCTION

When a new product development project is approved, package design is to be included as part of the project plan, within the framework of *DEC STD 028-0 Phase Review Policy*. The product package documentation is integrated into the Engineering Bill of Materials (EBOM) by including it in the product computer parts list (KPL) or product purchase specification. Packaging to ship field service spares shall also be part of the product package requirements.

Industrial package engineers design, build, and test packages that contain and protect each product. This is an integral part of the development of every Digital hardware product, and software products integrated into the hardware packaging. A 37-class Package Assembly (PA) document is created and released as part of the product's engineering design documentation.

The assignment of document and part numbers shall be done in accordance with *DEC STD 012-0 Part Identification Standard*, and *DEC STD 012-1 Unified Numbering Code: Document Identification Conventions*. The assignment of drawing formats shall be done in accordance with *DEC STD 013-1 Standard Engineering Drawing Formats and Forms - General Purpose Drawing Sizes and Formats*.

If there are questions about whether or not packaging is required, the responsible product development engineer shall contact Industrial Package Engineering (IPE) to ensure that package considerations are evaluated and addressed.

1.1 PURPOSE

This standard describes the PA document content requirements and the documentation creation and release process.

This standard also defines individual responsibilities for ensuring that package documentation is created and recorded.

1.2 SCOPE

This standard describes what information is required in the PA document and the organizational responsibilities for creation and release as part of the product design documentation.

The PA document number and part number shall be included on the product parts list, product purchase specification, Drawing Directory (DD), and Unit Assembly (UA) where applicable. If these documents have been released, an Engineering Change Order (ECO) is required to add the Package Assembly information.

Packaging for purchased products may be documented within the product purchase specification (PS). Refer to heading 5 for requirements.

This standard covers documentation requirements for the following shipping situations: Digital-to-customer, plant-to-field service, and vendor-to-Digital customer.

2 RESPONSIBILITIES

2.1 NEW PRODUCT DEVELOPMENT GROUP

New product development groups shall be responsible for contacting the industrial package engineer. The product development engineer shall be responsible for incorporating packaging information into the new product KPL, DD, product PS, and the UA documentation.

2.2 INDUSTRIAL PACKAGE ENGINEERING (IPE)

IPE has the functional responsibility for the design and documentation of packaging for new products. IPE may be contacted in Maynard, the phone number(s) and location for IPE is listed as Industrial Package Engineering under Departmental Listing in the Digital Telephone Directory. IPE may refer potential clients to other package design groups within Digital, for example, Digital Service Product Protection, European Packaging, Storage West, and Taiwan.

2.3 TECHNICAL INFORMATION SERVICES (TIS)

TIS maintains released Bill of Material (BOM) Information in the Automated Parts and Product Information Exchange (APPIX) database. This information is available on-line by accessing the TIS VAX cluster. For access information contact CONDOR::CUSTSERV.

3 PROCESS DESCRIPTION

3.1 PRODUCTS MANUFACTURED BY DIGITAL

When a new product is being developed, the responsible product engineer shall request an industrial package engineer to develop the required packaging and assign a 37-class part number. The description for the part(s) shall start with PACKAGE ASSEMBLY. Additional words may be used but should be general enough so that similar products and parts using the package fits the part description. A 99-class part number may be appropriate for simple package designs. Refer to subhead 5.2. The responsible product engineer shall include the package part number on the product KPL. Refer to subhead 5.1 for required quantities of the 37-class part number. If these documents are released without the 37-class part number, an ECO is required to add them.

The industrial package engineer designs packaging to meet the product requirements and creates package KPL(s) and 37-class PA drawings to document the package.

The approved 37-class PA and KPL shall be released to TIS. The PA documents and the KPL are available from Digital Reproduction Centers. The KPL information is available electronically from APPIX.

The PA document number (top document for the packaging) shall be on the product's top document (DD). When UA exists, it shall contain the appropriate packaging numbers.

3.2 PRODUCTS PURCHASED BY DIGITAL

When a product is purchased by Digital, the buyer assures that the packaging is reviewed by industrial package engineers who determine the need for documentation.

37- and 99-class documents shall be created as appropriate. These documents shall be listed in the applicable documents section of the product purchase specification.

4 PACKAGE ASSEMBLY DOCUMENT REQUIREMENTS

The packaging assembly document, K-PA-37XXXXX-0-DBU, and its associated KPL or the product purchase specification are documents that identify the required packaging parts. All 99-class purchase specifications shall be listed on these documents when applicable. Refer to *DEC STD 025-0 Parts Lists* for more information.

4.1 THE PA DOCUMENT

The PA document shall be formatted per *DEC STD 013-3 Standard Engineering Drawing Formats and Forms - Computer Output Drawing Formats*.

Sheet 1 shall contain the following when applicable:

1. The legend shall contain sections for the following:
   a. Part number
   b. Revision of the 37-class part(s)
   c. Package type*
      - Customer
      - Palletized
   d. First used on/Remarks - The option number of the product the package was first used on shall be listed whenever it exists.
   e. Note at the bottom of the legend: "Refer to APPIX for other products using this Package Assembly(s)."

      * Information for item c is optional. All other sections shall be completed as defined.
2. The KPL data base number
3. The top document number as defined in *DEC STD 024-2 Top Document Requirements - Formats other than DRB 126C*

   The following shall appear in the document but may or may not be on sheet 1:
4. Illustrated Assembly with item numbers that correspond to the KPL. Product(s) and its relationship to the package parts shall be illustrated and identified in the drawing field.
5. Procedures (in text) when necessary to clarify illustrations.
6. The document title shall start with PACKAGE ASSEMBLY. Additional words may be used but should be general enough so that similar products and parts using the package will fit the drawing title.

7. The bar code label(s) shall be shown on the drawing of the shipping container located as required by *DEC STD 178-4 Shipping Container Marking, Requirements for Finished Goods*.

4.2 THE KPL

The KPL lists the parts required to package the product. The product shall not be listed on the 37-class KPL. The bar code label shall be in compliance with *DEC STD 047-0 Bar Code Symbology* and *Bar Code Label Print Specification* and listed on the KPL in the quantities required per DEC STD 178-4.

The title shall be the same as on the document. See item 6 in subhead 4.1.

A note shall be added to the KPL referencing the line item that contains the bar code label. This note shall read "Bar code labels that comply with EL-CP047-01 may be used."

5 PRODUCT DOCUMENT REFERENCES TO 37- AND 99-CLASS PARTS AND DOCUMENTS

5.1 PRODUCT DOCUMENT REFERENCE TO 37-CLASS DOCUMENTS

For products manufactured by Digital, the 37-XXXXX-XX part number(s) shall appear on the product's parts list in quantities of one. The K-PA-37-XXXXX-0-DBU document number may appear as supported by the VAX KPL software. Refer to DEC STD 025-0.

When products are purchased (buyouts) by Digital, the K-PA-37XXXXX-0-DBU (the top document for the packaging document set), shall appear on the top document for the product purchase specification.

5.2 PRODUCT DOCUMENT REFERENCE TO 99-CLASS DOCUMENTS

Packaging for products manufactured by Digital or purchased (buyouts) may be documented without using 37-class documents. A 99-class document is required when the shipping container is to be printed per DEC STD 178-4. This 99-class document shall be contained in the product purchase specification. Documentation of other package parts may be documented using 99-class part numbers.

APPENDIX A REFERENCED DOCUMENTS

A.1 EL-Class Digital Documents

EL-Class Number	Document Title
EL-00012-00	*DEC STD 012-0 Part Identification Standard*
EL-00012-01	*DEC STD 012-1 Documentation Identification Conventions Including Mnemonic Codes*
EL-00013-01	*DEC STD 013-1 Standard Engineering Drawing Formats and Forms - General Purpose Drawing Sizes and Formats*
EL-00013-03	*DEC STD 013-3 Standard Engineering Drawing Formats and Forms - Computer Output Drawing Formats*
EL-00024-02	*DEC STD 024-2 Top Document Requirements - Formats Other Than DRB 126C*
EL-00025-00	*DEC STD 025-0 Parts Lists*
EL-00028-00	*DEC STD 028-0 Phase Review Policy*
EL-00047-00	*DEC STD 047-0 Bar Code Symbology Criteria*
EL-00178-04	*DEC STD 178-4 Shipping Container Marking Requirements for Finished Goods*
EL-CP047-01	*Bar Code Label Print Specification*

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APPENDIX B RELATED DOCUMENTS

B.1 EL-Class Digital Documents

EL-Class Number	Document Title
EL-00012-02	*DEC STD 012-2 Unified Numbering Code for Part Identifier Class Codes*
EL-00013-02	*DEC STD 013-2 Standard Engineering Drawing Formats and Forms - Pre-Printed Special Purpose Formats*

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